



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

ROBERT L. EHRLICH, JR.
Governor

JAMES C. DIPAULA
Secretary

MICHAEL S. STEELE
Lieutenant Governor

MEMORANDUM

TO: All State Personnel Directors

FROM: Frederick E. Ramsey

DATE: November 7, 2003

RE: Leave Bank

The 2003 Open Enrollment for both Health Benefits and the Leave Bank commences November 17, 2003 and terminates December 5, 2003. It would be greatly appreciated if all State employees who wish to renew their membership or become first time members of the Leave Bank file the same form. If your agency does not have copies of the current application, which includes the State employee's home address, please go to **www.dbm.maryland.gov**. Also, would you and/or members of your staff do the following activities:

1. Review all applications to insure that the fact sheet on the reverse side was signed at the bottom of the page.
2. Inform all employees that if the application is the renewal of membership, the employee has access to the Leave Bank effective January 1, 2004. If this is the employee's initial application for membership, access to the Leave Bank is effective February 16, 2004.
3. Emphasize to your employees that leave from the Leave Bank is not an entitlement and membership does not mean automatic approval of a request.
4. Inform State employees that will forfeit leave in accordance with Section 9-307 and/or 9-403 of the State Personnel and Pensions Article that they do not have to submit a membership form to become active members of the Leave Bank.
5. Inform State employees that if the forfeiture is a renewal of membership, access to the Leave Bank is immediate upon leave submission. If the employee is not an active member and this is an initial forfeiture, access to the Leave Bank will be effective ninety days after the leave submission. Please be advised to forward the name, ssn, home address, and amount of leave forfeited by qualifying employees after the first full pay period of 2004.

All State Personnel Directors

November 7, 2003

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We encourage you to notify your employees of this year's open enrollment period. For those departments with multiple facilities, please provide those facilities with a copy of this memorandum. If there are any questions or if you need additional information, please feel free to call me at (410) 767-1012. Thank you for your anticipated cooperation on this matter.

cc: Andrea Fulton
Cecilia Januszkiewicz
Kris Hoffman